

North Carolina Cost Share Programs Review Summary  
(month, year)

County	<u>Mecklenburg</u>	Date of Previous Review/Report	<u>5/4 and 5/5/1998</u>
District Staff Name(s)	<u>Leslie Vanden Herik, Anganette Byrd</u>	Date	<u>7/26/18</u>
NRCS Staff Name(s)	<u></u>		
Division Representative(s)	<u>Julie Henshaw, Tom Hill, Rick McSwain</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Every 4 <sup>th</sup> Monday of the month, 6:15 pm. Meeting notices posted on website, not allowed to post on the actual door or windows. The admin sends to the County Clerk of Court also sends out meeting notice		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?					See above		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	Onsite investigation, take field info, use the ranking form and determine if the property qualifies. Most often others are involved such as engineering staff to determine feasibility.		X		On	
Does the district provide technical assistance without cost share funds?				X	As resources are available. Mini lagoon for quasi hog farm (short term housing for hogs, example)		X			
What type of technical assistance is provided without cost share funds?				X	See above, provide guidance to homeowners		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are application motions/decisions recorded in the board minutes?				X	Yes Use of Sharepoint, login expires though		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?  Is your district using the self-certification for incentives form provided by the division?				X	N/A, no incentive payments		X			

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	N/A		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	Generally performed after the application is approved. The ranking is performed after site visit, but before application		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	During signing of the contract, often multiple times during the process as these projects tend to be more complex than average. Yes, they tell applicants that work cannot begin.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	N/A One CCAP contract years back.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	N/A		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Staff will discuss with the Board, often the Board will be aware of the contract prior to it being submitted for actual approval.		X			
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes		X			

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Are contract motions/decisions recorded in the board minutes?				X	Yes		X			
What procedures do you follow for notifying the applicant that work can begin?		X			Reach out by email or phone call. Often many visits prior to the work beginning. Agreement is hand delivered. Consider sending a letter letting the applicant know work may begin		X	The Board should review the Recommendation and decide if this suggestion is worth pursuing for Mecklenburg. No action is required		
What information do you provide the applicant?				X	Specifications and job sheets are provided to them. Narratives are tweaked with explanation.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Practice dependent. If engineering practice, will make onsite investigation during the process at critical points. NRCS does provide help on some work.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	Most work is pended awaiting design work. So this is not applicable.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	Pended projects so not applicable		X			

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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	Usually engineering As-Built plans.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Practices are measured either by staff or by engineering staff. Documented through the As Builts		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (See Spot Check Policies for each program)				X	N/A		X			

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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation."  How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Not many issues present. Some repair issues. Maintenance issues taken care of quickly. Have had some urban cost share program issues administered through the district		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	N/A		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	N/A		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	N/A		X			
Is the district notifying the division of non-compliance and resolutions?				X	N/A		X			
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										

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Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?		X			In process of developing own system. Consider the use of CS2 if applicable and if it suits the needs of Mecklenburg.		X	No action required, but consider the suggestion as you move forward with determining a course of action on this item.		
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)										
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	One staff member		X			
Who in the office does work for Cost Share Programs?				X	Leslie Vanden Herik		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	See above		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)		X			Working on wells, fencing, and stream stabilization, staff has it for some practices, but not those most used.		X	It is highly suggested that staff obtain JAA for those practices common to the district's objectives. Should these be above the JAA obtainable by district staff, consider further training opportunities on those practices to help reduce the workload of Division engineering staff. No formal plan of action is required, but it is suggested to forward this item.		

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<b>Section 4: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: Applicant Name: BMP:  <i>Insert Picture</i>										
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General Contract Summary										